



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL

POSITION: Accounting Officer (Specialist)

1 position

DIVISION: ADMINISTRATION

SALARY: \$3841- 4670

FINAL FILING DATE: Until Filled

Job Description:

The Fair Political Practices Commission has an opening for an Accounting Officer (Specialist) in our Administration Division. The position will be primarily responsible for the accounts payable function, but will gain knowledge and assist with several accounting procedures, including reconciliations and year-end financial statements. As a small, dynamic agency we can offer the incumbent the opportunity to learn and perform a variety of administrative and accounting duties, resulting in a broad understanding of state administrative processes. We are looking for a flexible, motivated individual to complete our team.

Desirable Qualifications:

- Extensive knowledge and understanding of accounting principles, especially the accounts payable function and CALSTARS.
- Ability to communicate effectively, both orally and in writing, in order to work cooperatively with staff, take direction from supervisor or lead employee, and relay necessary information to management.
- Ability to work independently and cooperatively with external vendors to resolve any discrepancies as they occur.
- Ability to analyze complex situations accurately and adopt an effective course of action when necessary in all functions of this position.
- Possess good interpersonal and organizational skills, with the ability to prioritize work assignments.
- Ability to interpret policies and procedures, and adhere to the laws written in the State Administrative Manual (SAM), California Prompt Payment Act, Board of Control guidelines, GAAP, Management Memos, Government Code sections, etc.
- Motivated, flexible, reliable and good attendance desirable.

Who May Apply:

The applicant must be reachable on a current employment list, be a current or former state employee with eligibility for this classification, or have Surplus/SROA eligibility. All applicants must clearly indicate their basis for eligibility on the state application. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Where to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission
Accounting Officer (Specialist)
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Jessica Estante, (916) 327-8692

11/14/08

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.